

COVID 19 – School General Risk assessment

School: West Vale Academy

Date of Risk Assessment: 25/08/2020 amended 16/11/20

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). **This has been updated in line with government guidance released on 2nd July regarding the full opening of schools from Sept 20. The risk assessment will be updated in line with further updates as and when they arise.*

The Activity	Who might be	What additional controls have been put in place to reduce	Are there any further actions necessary?	Action by whom?	plan	Action by When?	Done
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What are the Hazards?	affected?	the risk of infection in accordance with Public Health advice?					
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing. - Increased cleaning regime - Hand washing facilities in place and pupils encouraged to use these. - Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for following the latest guidance. - Following guidance from government regarding the phased return for school children. - Non- fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. - Staggered times for staff to use staff room and 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Regular cleaning throughout the day. - Reminders of regular hand washing. - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and gel dispensers in stock. 	<p>SS</p> <p>All Staff</p> <p>FG</p> <p>FG</p> <p>PC/FG</p> <p>JF/SS/FG</p>		<p>By June 1st Reviewed Aug'20</p> <p>Continuou s</p> <p>Continuou s</p> <p>Continuou s</p> <p>By June 1st Reviewed Aug'20 and continued</p>	

		<p>facilities and chairs removed to ensure social distancing. Staff to wear facemasks in the staff room and communal areas.</p> <ul style="list-style-type: none"> - School will have gel dispensers at main entrances and exits - Regular cleaning of key touch points such as door handles – will be continually done by the site manager/cleaners/designated staff during the day - Any equipment passed between teachers will be cleaned before use - Prevention of materials being taken home by pupils or brought in to mitigate the risks - Face coverings should be worn by staff at pick up and drop off - Parents/carers asked to wear face covering at pick up and drop off unless they are exempt 	<ul style="list-style-type: none"> - New Caretaker to be appointed - Liase with cleaning company for cleaning outside usual hours. - Cleaning equipment in each classroom/area - No equipment to go home 			<p>By June 1st Reviewed and continued</p> <p>By start of new school year</p> <p>Continuou s</p> <p>Continuou s</p> <p>Reviewed 02/11/20</p>	
			<ul style="list-style-type: none"> - All staff informed 2/11/2020 - Communicated with all parents 2/11/2020 	FG/PG			

Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable (but not clinically extremely vulnerable) individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. 	<ul style="list-style-type: none"> - Staff contacted and specific needs discussed - Questionnaires completed and any health care plans have been adapted or put in place. 	FG SS		<p>Before half term</p> <p>July 2020 Reviewed Aug'20</p>	<p>Completed</p> <p>Completed</p>
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture reorganised (removed) to allow for 2m social distancing in classes where social distancing is achievable. - Avoid children sitting face to face and where this is not possible the maximum possible distance between tables/chairs will be created. - Limited to 30 pupils, 1 teacher and 1 TA if required. - Classes will be grouped 	<ul style="list-style-type: none"> - All staff to organise classrooms. Designated storage areas at the back of the hall and dining room. - Cleaning 	All Staff		<p>Before half term</p> <p>Changes made prior to Sept opening</p>	Completed

		<p>into 2 class (Class1+2, Class 3+4. Class 5+6)bubbles with regular staff and pupils to prevent mixing.</p> <ul style="list-style-type: none"> - Each child to have a designated chair/table - Each child to have their own labelled resource packs - Classroom based resources, such as books games, can be shared within a bubble; these should be cleaned regularly - Resources that are shared between classes or bubbles, such as sports, arts and science equipment should be cleaned frequently and meticulously between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) - Staff should have their own pencils etc. and not share. - Windows are opened every morning for good ventilation. - Classrooms to be 	<p>products safely stored in each classroom/ work area.</p> <ul style="list-style-type: none"> - Reviewing of Class rules to include Gov't guidelines where applicable (child friendly) 	<p>SS</p> <p>SS</p>		<p>By June 1st Reviewed Aug'20</p> <p>By June 1st Reviewed Aug'20</p>	
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		<p>regularly cleaned.</p> <ul style="list-style-type: none"> - Social distancing to be promoted while in these smaller groups where possible. - Additional Classroom signage to promote hand washing, social distancing, catch it, bin it, kill it and not to share equipment. - Bins with lids. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school. - Phones – Landlines will be wiped down after every use. 					
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Personal contact can not be avoided in such setting. - All soft furnishings have been removed as per guidance. - Equipment which cannot be kept personal to the child has been limited to that which can be wiped down on a daily basis. - Set staff within the bubble. 				Reviewed Aug'20	

		<ul style="list-style-type: none"> - Toys and resources that cannot be regularly and effectively cleaned have been removed 					
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Movement around school is timetabled to avoid whole bubble groups meeting. - When staff move around school they must wear a face mask. 	<ul style="list-style-type: none"> - To move around the building outside when possible. 	All Staff			
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Cloakrooms can now be used for class 1,2,5,6 - Coat pegs will be used in class for 3&4 - Lunch boxes will be stored at children tables - Hand driers have been isolated in all toilets and hand towels provided 	<ul style="list-style-type: none"> - Posters in toilet areas. 			Reviewed Aug'20	Posters completed

		<p>which children in their allocated groups cannot be distant then stagger starting/ finishing times.</p> <ul style="list-style-type: none"> - Open gates to utilise playground space to prevent adult to adult interactions - Mark floor pick up point with 2m separation distance (use tape) 	in the playground				
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Lunches to be eaten in classrooms. - Lunches for those who require them will be of a “packed lunch” type to avoid the need for children to eat in the communal dining room. - Food will be delivered to classrooms or alternatively adopt staggered lunchtimes for each classroom 	<ul style="list-style-type: none"> - Dinners provided by TGA. Timetable for lunches. MDS appointed to each bubble 	FG	Reviewed Aug'20	Completed	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face. 	<ul style="list-style-type: none"> - Information sheet sent to parents on procedures once reopen. 	FG	Reviewed Aug'20	Completed	

		<ul style="list-style-type: none"> - The design of the reception area already creates a barrier between front facing staff and others. - Children to enter the school via other entrances other than reception if possible (Class 5 only to use reception door as their primary entry/exit.) 	<ul style="list-style-type: none"> - Glass window to be kept closed at all times. - Use Year 6, 4, 1, 2/3 and REC doors 				
Critically vulnerable and extremely critically vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - Those staff critically vulnerable, if they return to school to conduct work which allows for social distancing. - Those who are extremely critical vulnerable are not to return to work. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding. 	FG	Reviewed Aug'20		Completed
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan for whole school return in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. - Staffing Protection plan in place 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	FG FG	Reviewed Aug'20 Oct 2020		Completed

<p>Area for isolation/first aid and separate toilet</p>	<p>Staff, Pupils,</p>	<ul style="list-style-type: none"> - The waiting area opposite the office has been identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment. - Each bubble will have own First Aid kit. 	<ul style="list-style-type: none"> - All staff aware of this. 	<p>FG</p>		<p>Completed</p>	
<p>Symptomatic staff or pupils</p>	<p>Staff, visitors, pupils</p>	<ul style="list-style-type: none"> - The waiting area is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE ie face shield, face mask, gloves and apron, These will be kept in a labelled, lidded box in the isolation area.. - Procedure in place for isolating staff and pupils 	<ul style="list-style-type: none"> - All staff spoken with prior to staff returning to school to highlight they are well to attend school. - Review where in school this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. - Sharing of procedures for if a child or staff member shows symptoms of COVID 19. 	<p>FG</p> <p>SS/FG</p> <p>SS/FG</p> <p>SS/FG</p>		<p>Ongoing</p> <p>Ongoing</p> <p>1st June Reviewed Aug'20</p>	<p>Completed</p>

		<p>who are symptomatic or who have been formally diagnosed with COVID</p> <ul style="list-style-type: none"> - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms 					
Assembly & gatherings	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Assemblies for the school will be avoided and done in classrooms on powerpoint/zoom. - If to conduct assemblies/ gatherings ensure the groups are remained and where possible social distancing is adhered to. - If possible the schools will conduct outside to allow for social distancing. 	<ul style="list-style-type: none"> - To be shared with staff and timetabled into Bubble's daily routine. 	FG/SS		1st June Reviewed Aug'20	
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - Those travelling by bus to have access to handwashing facilities and will be encouraged to follow Gov. Guidance 	<ul style="list-style-type: none"> - None at this time as there is no transport currently scheduled. This will be reviewed in light of trips and swimming lessons. 	FG/SS		Sept 2020	

		<p>on wider public transport use.</p> <ul style="list-style-type: none"> - The buses to have windows open to provide ventilation. - Those travelling by bus to have access to wash facilities 					
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 	FG		By June 1st Reviewed Aug'20	
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	FG/DR		Ongoing	

		<ul style="list-style-type: none"> - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 					
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. - All visitors to complete a log identifying who they have worked with. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. 	PG/FG		Ongoing	

<p>Physical restraints/ comforting, first aid</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Principal to reassess inclusion policy based on each case as it arises. 	<ul style="list-style-type: none"> - Staff to contact FG if they are symptomatic. 	<p>All staff</p>		<p>Ongoing</p>	
<p>Waste</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 			<p>Ongoing</p>	
<p>Health and Safety general considerations</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the school - Security on external gates and perimeter to 	<ul style="list-style-type: none"> - Continue to undertake H&S walks - Staff and children aware of new fire procedures. 	<p>FG</p>		<p>Ongoing</p>	<p>Completed</p>

		<p>be monitored by senior management and the site manager as the school will be more open accessible with staggered starts etc.</p> <ul style="list-style-type: none"> - Lockdown procedure has been reviewed and the new arrangements have been given to staff 		FG/SS		By June 1 st Reviewed Aug'20	
OOSC	Staff and pupils	<ul style="list-style-type: none"> - Children will retain the school bubbles during the day (3 bubbles) and have one member of staff per bubble - The bubbles will maintain distance using the OOSC room and the hall. - There will be set drop off and collection times Parents will have an allocated area and times for collection. - Staff will ensure children are outside whenever possible. - Electronic registers will be kept for record for track and trace 	-	FG/AE/P G		Aug 20	

Assessors Name:.....

Assessment Review Date:.....

